



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 11240.7
BUMED-M00J
30 Aug 2002

BUMED INSTRUCTION 11240.7

From: Chief, Bureau of Medicine and Surgery
To: Bureau of Medicine and Surgery Personnel

Subj: USE OF COMMAND DUTY VEHICLES ASSIGNED TO THE BUREAU OF
MEDICINE AND SURGERY

Ref: (a) 31 U.S. Code § 1344
(b) DOD Instruction 4515.7 of 31 July 85 (NOTAL)
(c) SECNAVINST 11240.17C
(d) OPNAVINST 11240.8G

Encl: (1) Form DD 1970, Motor Equipment Utilization Record
(2) NAVFAC 9-11240/13 (12-69), Operator's Inspection
Guide and Trouble Report

1. Purpose. To set forth instructions for the operation and maintenance of command duty vehicles assigned to the Bureau of Medicine and Surgery (BUMED).

2. Background. Reference (a) prohibits use of Government passenger vehicles for other than official purposes. References (b) and (c) establish policies for use of motor transportation and scheduled Department of Defense (DOD) bus service in the National Capital Region (NCR). Reference (d) delineates authorities and responsibilities and prescribes policies and procedures for DOD motor vehicles for functions not covered in reference (c).

3. Applicability. This instruction applies to all personnel assigned to BUMED who use the command duty vehicle.

4. Responsibilities. A Transportation Officer and an alternate shall be designated to review and act on all requests for use of the command duty vehicle, and to ensure that such use conforms to the policies and procedures contained in references (a) through (d) and in this instruction. In the absence of the primary and alternate Transportation Officers, the Officer of the Day (OOD) shall act as the Transportation Officer.

5. Policy

a. Government vehicles may be used for official purposes only. In general, an official purpose is one that is essential to accomplish the mission of BUMED. Strict compliance with this principle is the rule, and a liberal interpretation is not authorized. In determining what is an authorized use, the following non-exclusive principles apply.

(1) The command duty vehicle is not authorized for personal use, including personal business use. Non-authorized personal use includes, but is not limited to, transporting officials to private functions; running personal errands; making non-official stops or side trips during a duty run; and transporting dependents or visitors without the accompanying officials and when no official purpose warrants the transportation.

(2) The command duty vehicle shall not be used to transport personnel over all or any part of the route between their homes or lodging and their places of duty or employment.

(3) The command duty vehicle shall not be used outside of the National Capital Region (NCR) without prior authorization from the Transportation Officer. The area of the NCR is limited to the District of Columbia, Montgomery and Prince George's Counties in Maryland, and Arlington, Fairfax, Loudon and Prince William Counties in Virginia, and all cities and towns included within the outer boundaries of the foregoing counties.

(4) The command duty vehicle shall not be used to transport personnel to or from commercial transportation terminals in the NCR except in an emergency, whenever clearly justified by security requirements, or in other unusual circumstances. Commercial transportation terminals in the NCR include the downtown Washington, DC air passenger terminals, rail and bus depots; Washington Reagan National Airport; Dulles International Airport; and Baltimore-Washington International Airport.

(5) Use of the command duty vehicle as an alternative to reasonably available commercial, public, or DOD transportation should be avoided. In particular, the command

duty vehicle should not be used as an alternative to those forms of transportation when that use is solely or primarily in the interest of personal convenience.

(6) Any other use of the command duty vehicle that runs counter to the policies and guidelines contained in references (a) through (d) is prohibited.

b. Requests to use the command duty vehicle for official purposes will normally be granted unless the requested use would violate the policies contained in the references or in this instruction. When multiple requests are made to use the command duty vehicle during conflicting time periods, the Transportation Officer should consider the totality of the circumstances and apply the following non-exclusive principles to arrive at a proper prioritizing of requests. These principles are not listed hierarchically.

(1) No one will be authorized or denied use of the command duty vehicle solely by virtue of their rank, prestige, or personal convenience. However, the rank or grade of the person or persons for whose use the vehicle is requested is relevant when comparing the benefit in timesavings between conflicting requests. Generally, the higher an official's rank or grade, the higher the value placed on that person's time while carrying out official duties.

(2) Subject to an analysis consistent with subparagraph 5b(1), use of the command duty vehicle for official business that would benefit a group or the command as a whole should take priority over use that would benefit a smaller group or a single individual.

(3) Use of the command duty vehicle should not be authorized when a viable transportation alternative exists and the savings in time or funds from using the command duty vehicle does not outweigh the cost in time or funds of using the alternate form of transportation.

(4) Notwithstanding subparagraphs 5b(1) through (3), use of the command duty vehicle for actual emergencies normally takes priority over other uses.

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c. The command duty vehicle should be used with the goal of maximizing economy. In this regard, the following non-exclusive principles apply:

(1) Tasks and missions should be combined whenever possible to minimize the number of separate runs.

(2) No personal stops or side trips are authorized. However, if a duty run will extend beyond the driver's regularly scheduled lunch time, the driver may stop for lunch if the restaurant is reasonably within the driver's duty route and the meal is consumed at the restaurant. Drive-through meal purchases are prohibited.

6. Operation

a. Drivers shall operate the vehicle in accordance with all local and federal laws, ordinances and regulations. This requirement includes maintaining a valid operator's license.

b. Before beginning any trip, drivers shall ensure that the vehicle contains at least a half-tank of gas; but in every case the vehicle must always contain sufficient fuel to complete the trip without the risk of activating the low fuel warning light.

c. The command duty vehicle shall always be locked when unoccupied, and it shall be parked at a designated parking space on the BUMED compound at the end of the day or whenever the vehicle has completed a trip.

d. The command duty vehicle must be kept clean. At the end of each trip, the driver shall ensure that the interior of the vehicle is clean. The Transportation Officer shall ensure that the vehicle's interior and exterior is washed at least every two weeks, but the vehicle shall be washed and cleaned more frequently when it is subjected to unusually heavy use or is unusually dirty. The vehicle may be cleaned in-house or at a commercial auto washing facility.

e. The command duty vehicle shall be serviced by a qualified mechanic every six months or 7,500 miles, whichever comes first. Any problems noted with the vehicle shall be followed up as soon as possible and referred to a qualified mechanic when necessary.

7. Procedure

a. All requests to use the command duty vehicle shall be made to the Transportation Officer, who shall approve or disapprove each request according to the policies and guidance contained in references (a) through (d) and this instruction.

b. Prior to each trip, the Transportation Officer shall ensure that the driver has a DD 1970, Motor Equipment Utilization Record, found at enclosure (1). The driver shall complete the relevant sections of this form at the beginning and end of each trip, and shall also complete the NAVFAC 9-11240/13, Operator's Inspection Guide and Trouble Report, found at enclosure (2). The driver shall then return the two completed forms to the Transportation Officer.

c. The Transportation Officer shall ensure that the DD 1970, Motor Equipment Utilization Record has been correctly completed. This process includes checking for discrepancies between the mileage and times logged and the mileage and times normally needed for completing the trip, when known. When the latter information cannot reasonably be known, the Transportation Officer shall use his or her best judgment to determine whether the vehicle was used appropriately. Significant discrepancies must be explained on the back of the DD 1970, Motor Equipment Utilization Record. The Transportation Officer shall also ensure that any problems noted on the NAVFAC 9-11240/13, Operator's Inspection Guide and Trouble Report are promptly resolved or referred to a qualified mechanic.

d. The Transportation Officer shall routinely compare the mileage on the vehicle's odometer to the mileage recorded on the DD 1970, Motor Equipment Utilization Records. Any discrepancies should be investigated.



M. L. COWAN

Available at:

<http://bumed.med.navy.mil/instructions/internal/internal.htm>

MOTOR EQUIPMENT UTILIZATION RECORD

1. DATE (YYYYMMDD)		2. TYPE OF EQUIPMENT		3. REGISTRATION NO./SERIAL NO.		4. ADMINISTRATION NO.	
5. ORGANIZATION NAME						6a. FUEL	b. OIL
ACTION		9. TIME		10. MILES	11. HOURS		
7a. 1ST OPERATOR (Last Name, First, M.I.)		a. IN				12a. REPORT TO (Last Name, First, M.I.)	
8a. OPERATOR'S SIGNATURE		b. OUT				13a. DISPATCHER'S SIGNATURE	
		c. TOTAL					
7b. 2ND OPERATOR (Last Name, First, M.I.)		a. IN				12b. REPORT TO (Last Name, First, M.I.)	
8b. OPERATOR'S SIGNATURE		b. OUT				13b. DISPATCHER'S SIGNATURE	
		c. TOTAL					
7c. 3RD OPERATOR (Last Name, First, M.I.)		a. IN				12c. REPORT TO (Last Name, First, M.I.)	
8c. OPERATOR'S SIGNATURE		b. OUT				13c. DISPATCHER'S SIGNATURE	
		c. TOTAL					
7d. 4TH OPERATOR (Last Name, First, M.I.)		a. IN				12d. REPORT TO (Last Name, First, M.I.)	
8d. OPERATOR'S SIGNATURE		b. OUT				13d. DISPATCHER'S SIGNATURE	
		c. TOTAL					
14. DESTINATION		15. TIME		16. RELEASED BY (Signature)		17. REMARKS	
		a. ARRIVE	b. DEPART				
(1) FROM							
(2) TO							
(3) TO							
(4) TO							
(5) TO							
(6) TO							
(7) TO							
(8) TO							
(9) TO							
(10) TO							
(11) TO							
(12) TO							
(13) TO							
(14) TO							
(15) TO							
(16) TO							

14. DESTINATION	15. TIME		16. RELEASED BY <i>(Signature)</i>	17. REMARKS
	a. ARRIVE	b. DEPART		
(17) TO				
(18) TO				
(19) TO				
(20) TO				
(21) TO				
(22) TO				
(23) TO				
(24) TO				
(25) TO				
(26) TO				
(27) TO				
(28) TO				
(29) TO				

INSTRUCTIONS

*1. Date. Enter the calendar date the equipment is to be used.

2. Type of Equipment. Enter the type of equipment as designated in the equipment log.

3. Registration Number or Serial Number. Enter the equipment/ registration number or serial number.

4. Administration Number. Enter the unit number or administrative number.

5. Organization Name. Enter the organization to which the equipment is assigned.

6. Fuel/Oil. Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.

*7. Operator. Enter the name of the equipment operator.

8. Operator's Signature. The equipment operator (item 6) will enter signature immediately upon receipt of equipment.

*9. Time. Indicate time to the nearest 5 minutes using the 24-hour clock.

a. In. Enter time equipment was returned from dispatch or use.

b. Out. Enter the time the equipment was released for operation by the dispatcher.

c. Total. Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.

*10. Miles. Will be recorded to the nearest whole mile.

a. In. The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.

b. Out. The dispatcher will enter the mileage reading at the time of dispatch.

c. Total. Enter the difference between the "Out" and "In" mileage.

*11. Hours. Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.

a. In. The operator will enter the hour meter reading upon completion of the equipment usage.

b. Out. The dispatcher will enter the hour meter reading prior to equipment release.

c. Total. Enter the total hours dispatched for operation.

*12. Report To. Enter the name of the individual to whom the operator is to report.

13. Dispatcher's Signature. Self-explanatory.

14. Destination. Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations.

*15. Time. All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.

a. Arrive. Enter the arrival time at each destination.

b. Depart. Enter the departure time from the motor pool and each succeeding location.

16. Released By. The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.

17. Remarks. The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

Items marked with an asterisk () have been registered in the DOD Data Element Program.

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OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
REGISTRATION NO.	ODOMETER READING
Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.	
	1. DAMAGE (<i>Exterior/Interior/Missing Components</i>)
	2. LEAKS (<i>Oil, Gas, Water</i>)
	3. TIRES (<i>Check inflation, abnormal wear</i>)
	4. FUEL, OIL, WATER SUPPLY (<i>Antifreeze in season</i>)
	5. BATTERY (<i>Check water level, cables, etc.</i>)
	6. HORN
	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
	8. INSTRUMENTS (<i>Oil, Air, Temperature, etc.</i>)
	9. WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11. CARGO, MOUNTED EQUIPMENT
	12. STEERING
	13. SAFETY DEVICES (<i>Seat belts, flares, etc.</i>)
	14. DRIVE BELTS/PULLEYS
	15. BRAKES (<i>Drain air tank when equipped</i>)
	16. OTHER (<i>Specify in "Remarks"</i>)
DATE	OPERATOR'S SIGNATURE
REMARKS	

NAVJAC 9-11240/13 (12-69)
Supersedes DD Form 1358

*U.S. Government Printing Office: 1999 — 704-003/00322

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Enclosure (2)